



BRP WP 59a

Approval of Septic Tank in Parallel or Connected a Sewer

BRP WP 64a Approval of Tight Tank Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at www.state.ma.us/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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1. What is the purpose of these approvals?

These approvals are necessary to ensure that the treatment and disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

BRP 59a establishes a process for DEP review of proposed installation of a septic tank in parallel or use of a septic tank where the tank is to become an integral part of a sanitary sewer system.

BRP WP 64a establishes a process for DEP review of proposed installation of tight tanks for site-specific use. Tight tanks are used only to eliminate a failed on-site system when there is no other feasible alternative to upgrade the system in accordance with Title 5 and a sewer connection is not feasible.

2. Who must apply?

For BRP WP 59a:

Any individual, business or organization desiring to install septic tanks in parallel or a septic tank connected to a sewer, in accordance with 310 CMR 15.225(2) or 310 CMR 15.354 (2).

For BRP WP 64a:

Any individual, business or organization desiring to install a tight tank in accordance with 310 CMR 15.260 and 310 CMR 15.000.

3. What other requirements should be considered when applying for these approvals?

Permits for installation of a septic tank in parallel (BRP WP 59a) require prior written approval from the local approving authority.

Use of a septic tank where the tank is to become an integral part of a sanitary sewer system requires the additional approval from the local sewer authority and/or local POTW (publicly-owned treatment works). In addition, the applicant must provide documentation on the ownership of the tank (system owner or municipality) and who is responsible for its operation and maintenance.]

Note: This information about additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.



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4. What is the application fee?

For BRP WP 59a: \$230.

For BRP WP 64a: \$430.

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Department of Environmental Protection (2 copies)

_____ * Regional Office

Title 5 Permitting Program

*See "DEP Addresses and Phone Numbers" page included in this package.

There is no Reserve Copy Location for these permits.

6. What are the timelines?

For BRP WP 59a:

1. Within 30 days of receipt of application and payment of the permit application fee, the Department shall conduct an administrative review.
2. The applicant may remedy identified deficiencies within 60 days of the Department's statement identifying deficiencies, if any.
3. Within 30 days of receipt of materials from the applicant in response to the Department's statement identifying deficiencies or at the expiration of the applicant's response period, the Department shall complete a supplemental technical review.

For BRP WP 64a:

1. Within 30 days of receipt of application and payment of the permit application fee, the Department shall conduct an administrative review.
2. Within 60 days of making a determination of administrative completeness, the Department shall complete a technical review.
3. The applicant may remedy identified deficiencies within 60 days of the Department's statement identifying deficiencies, if any.
4. Within 60 days of receipt of materials from the applicant in response to the Department's statement identifying deficiencies or at the expiration of the applicant's response period, the Department shall complete a supplemental technical review.

There is no public comment review period for these permits.



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7. What is the annual compliance fee?

There is no annual compliance fee for these permits.

8. How long are these approvals in effect?

These approvals remain valid as long as the system and facility served remain unchanged.

9. How can I avoid the most common mistakes made in applying for these approvals?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure two copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to these approvals? Where can I get copies?

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

DEP Regulations also are available on DEP's web site, at www.state.ma.us/dep.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Title 5 Permitting

**BRP WP 59a Approval of Septic Tank in Parallel or Connected
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Completeness Checklist

- ☐ The DEP Transmittal Form is completed. If the applicant is a municipality, "Fee Exempt" has been selected from among the Special Provisions under the Amount Due section of the Transmittal Form.
- ☐ A DEP application form for the permit category BRP WP 59a or BRP WP 64a has been completed. The following information has been provided:
 - ☐ Name and address of applicant/owner.
 - ☐ Location (address) of facility.
 - ☐ Name, address and telephone number of design engineer or sanitarian.
 - ☐ Identification of the approval requested and the necessary documentation to support it.
- ☐ Two (2) complete sets of plans and specifications, including a locus map, have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.
- ☐ For installation of a septic tank in parallel, A copy of a signed approval letter from the local approving authority is included.
- ☐ For connection of a septic tank to a sewer, a copy of a signed approval letter from the local sewer authority or POTW is included.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

_____ * Regional Office

Title 5 Permitting Program

*See "DEP Addresses and Phone Numbers" page included in this package.

- ☐ Send fee in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



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Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
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Southwick
Springfield
Stockbridge
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Westfield
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West Springfield
West Stockbridge
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Williamstown
Windsor
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DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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West Brookfield
Westford
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DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



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Falmouth
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Orleans
Pembroke
Plainville
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Plympton

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Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

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Wellfleet
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Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
205 Lowell Street
Wilmington, MA 01887
Phone: (978) 661-7600
Fax: (978) 661-7615
TDD: (978) 661-7679



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Lawrence
Lexington
Lincoln
Lowell
Lynn
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Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Lynn
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Bureau of Resource Protection – Title 5 Permitting
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Transmittal Number _____

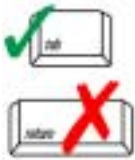
Facility ID# (if known) _____

Please read the Instructions and Supporting Materials before filling out this form.

A. General Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Which permit category are you applying for?

☐ BRP WP 59a (per 310 CMR 15.225, 15.354(2)) ☐ BRP WP 64a (per 310 CMR 15.260)

2. Applicant:

Name

Address

City/Town

State

Zip Code

Telephone

3. Facility Address/Location (if different from Applicant):

Address

City/Town

State

Zip Code

4. System Designer Information (Registered Sanitarian [RS] or Professional Engineer [PE] for systems under 2,000 gallons per day; PE for systems 2,000 gallons or more per day):

Name

Company

Address

City/Town

State

Zip Code

Telephone

5. Registration:

P.E.

Sanitarian

Registration #

6. Does this project require a filing under 301 CMR 11.00 and MGL C.30 ss 61-62H, the Massachusetts Environmental Policy Act? ☐ Yes ☐ No

If yes, has a filing been made? ☐ Yes ☐ No

If Yes, EOE File #



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Transmittal Number _____

Facility ID# (if known) _____

A. General Information (cont.)

7. The legal entity which own this facility is:

- ☐ Individual ☐ Municipality ☐ Private Partnership
☐ Federal ☐ State/County ☐ Corporation
☐ Other:

Specify _____

8. Two (2) complete sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220.

Are plans and specifications enclosed?

Have the plans been revised?

☐ Yes ☐ No

☐ Yes ☐ No

9. If applying for a tight tank (BRP WP 64a) and the system has failed, documentation must be submitted supporting the determination that no other feasible alternative exists to upgrade the system in accordance with 310 CMR 15.201 through 15.293.

Is the documentation attached?

☐ Yes ☐ No

10. If applying for a tight tank (BRP WP 64a) for new construction or for increased flow to existing systems, and the system is for boat waste pump-out facilities, documentation must be submitted supporting the determination that no other feasible alternative exists.

Is the documentation attached?

☐ Yes ☐ No

11. If applying for a tight tank (BRP WP 64a) for new construction or for increased flow to existing systems and the system serves buildings necessary for the operation of a public water supply, documentation must be submitted supporting the determination that it is not feasible to connect to a sewer or to construct a system in compliance with 310 CMR 15.000.

Is the documentation attached?

☐ Yes ☐ No

12. If applying for a tight tank (BRP WP 64a), a plan for the disposal of the contents, including the method and frequency of disposal and a written statement from a licensed septage transporter specifying a disposal site and method of disposal, must accompany this application.

Is the documentation attached?

☐ Yes ☐ No

13. If applying for a tight tank (BRP WP 64a), an operation and maintenance plan acceptable to the local approving authority must accompany this application.

Is the documentation attached?

☐ Yes ☐ No



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Transmittal Number

Facility ID# (if known)

A. General Information (cont.)

14. Is the complete application submitted to the local authority attached?

☐ Yes ☐ No

B. Certification

"I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Applicant's signature

Print Name

Name of Preparer

Date